

MEMORANDUM
Office of the County Administrator

TO: Board of County Commissioners

FROM: Thomas J. Willi
County Administrator

DATE: February 7, 2006

SUBJECT: County Divisions' Monthly Activity Report for January, 2006

MONTHLY ACTIVITY REPORT – JANUARY, 2006

KEY WEST AIRPORT

- Most of the Hurricane related repairs have been completed. However, we are now dealing with related issues such as mold in the terminal and salt water in the field lighting systems.
- Made continued progress with the architectural and engineering work on the new McCoy Terminal complex. A very well publicized and well received Ground Breaking Ceremony was held.
- Some very productive meetings with the FAA were held in Atlanta. Tentative approval has been given for more than \$9 million in FAA funds for county airport projects. Additional hurricane relief money may also be forth coming.
- Although the airport was closed down for a total of 12 days last year, due to hurricane and tropical storm events, the end of year numbers show a 4.2% increase in passenger numbers. During calendar year 2005, the Key West International Airport handled 618,174 passengers. The 2004 number was 593,238.
- Addressed the Board of Directors of the Key West Chamber of Commerce concerning runway safety issues and other airport improvements.
- Had a very encouraging first meeting with the Sterling Group concerning the strategic planning initiative. This is a process that can return significant rewards to the county in productivity and efficiency.
- Began the experimental Skycap Service Project at the airport.

HOUSING & COMMUNITY DEVELOPMENT AND
MARATHON AIRPORT

- Held discussions with members of the Experimental Aircraft Association (EAA) about their future needs at Florida Keys Marathon Airport.

- Participated in discussions with the County Administrator, Land Authority Director and outside special counsel regarding the development of a Request for Qualifications (RFQ) for Real Estate Development Services.
- Prepared drafts, routed internally and to special counsel for review and comment, finalized RFQ document and submitted to Legal and Purchasing Departments for publication of advertisement.
- Met with members of a U.S. House Appropriations Committee Surveys and Investigations project team regarding the Federal (FEMA) response to Hurricane Katrina in comparison to that of Hurricane Andrew.
- Participated in a meeting with Commissioner Nelson and other County staff regarding the status of various affordable/workforce housing initiatives.
- Developed a plan of action with airport administration and URS, Airport Consultants, to expedite repairs of hurricane damage at the Florida Keys Marathon Airport including the terminal, t-hangars, airfield lighting and guidance signs systems.
- Attended and participated in Sterling Focus Group Session regarding Strategic planning.
- Chaired a meeting of the Monroe County Workforce Housing Task Force on January 25th, at which time the membership requested a workshop to be scheduled with the Board of County Commissioners. The Workshop will include review and discussion of the Committee's recommendations, resolutions and other matters that the Committee has been considering.
- Conducted a pre-event coordination meeting for a Skydiving Special Event to be held at the airport on January 28 – 31, 2006.
- Initiated emergency mold remediation in the areas of the airport terminal housing the rental car agencies due to complaints of some of their employees having medically diagnosed respiratory problems.
- Met with representatives of Cay Clubs at which they informed the airports administration about their recent purchase of Paradise Aviation FBO.
- Compiling information to be included on a Housing and Community Development Division webpage.
- Activities associated with the transition of the Emergency Communications Department to the Monroe County Sheriff's Office are on-going.

EMPLOYEE SERVICES

I. WEBSITE UPDATES (other than normal position vacancy updates, etc.):

Human Resources:

Updated 6 job descriptions

Updated Human Resource webpage – “Facts/Stats for 2005”

Benefits:

Notice of Injury Form (NOI) now available on the Workers’ Compensation webpage

Updates of KPHA Provider Directory

II. TURNOVER NUMBERS TO DATE:

January turnover: 1.48%

Resignations: 5 (Paygrade: 3, 7, 3, 5, FF entry)	Terminations: none	Retired: 2 (Paygrade: 6, 10)	Deceased: none
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III. ACTIVITIES:

- Meeting with MARSH Company Representatives – Review of current property insurance coverage’s, recent appraisal of properties conducted in November, and expected increases in Insurance renewals.
- Meeting with Representatives of Seltzer Associates – Currently handles case management for Workers’ Compensation. Discussed additional services offered.
- Meeting with Representative of Walgreens Health Initiatives (WHI) – discussed prescription plan/costs. Also discussed including diabetes supplies under prescription plan instead of medical plan. WHI will provide free testing monitors. Staff will be looking into current costs and possibly offering benefit to employees in near future.
- KPHA meeting (WHI representative was also in attendance)– In addition to discussing health plan costs also discussed was the possibility of offering initial education to all employees on how to appropriately use the diabetes monitor if we implement this benefit.
- Letter from Office of Insurance Regulation accepting annual report and actuarial certification of the County’s Self-Insured Health Plan (required F.S. 112.08).
- Currently accepting nominations for Personnel Policies and Procedures Board.

- Application approved for the Medicare Retiree Drug Subsidy (RDS) program.
- Disability Training held (2 sessions) for employees in lower keys. Approximately 119 employees attended. Training for middle/upper keys will be scheduled in the near future.
- Safety office dealing with two major issues: Mold in Sheriff Administration Building and cement roofing falling in County Attorney's Office. *Public Works and Engineering working to resolve.*

BUDGET & FINANCE

- Meeting held January 10th with Teresa Aguiar, Employee services Division Director, and Maria Fernandez, Group Insurance Administrator, regarding the actuarial certification of the Group Benefits plan. Discussion of draft report from the Wakely consulting group and adjusted some of the operating projections for the plan years 2007 and 2008.
- Continuing Disaster recovery services with Adjuster's International. Project worksheets have been written for DENNIS, KATRINA, RITA. There are additional PW's that will need to be written for WILMA as damages continue to be assessed. See Below for Hurricane Financial Summary. **There will be a report at the BOCC meeting.**

Hurricane	Projected Eligible Total Project Worksheets	Obligated Project Worksheets To Date	Payments Received To Date	Estimated County Contribution	Actual to date Expenditures Per Finance System	Actual County Contrib. To Date
Dennis	3,112,684	3,112,684	1,339,161.88	389,086	1,738,907	399,745
Katrina	1,092,159	1,092,159	212,718.94	136,520	260,927	48,208**
Rita*	975,664	975,664	148,428.48	121,958	684,058	573,611**
Wilma ***	30,780,000	15,280,295	738,537.28	3,847,500	4,378,615.	2,661,257
Totals	\$ 35,960,507	\$ 20,460,802	\$ 2,438,846.58	\$ 6,083,686	\$ 7,107,369.34	\$ 4,668,522.76

* Hurricane Rita was declared for categories A & B only, which are Debris Removal and Emergency Protective measures.

** Certain projects for Katrina and Rita were under estimated, and will be reopened for additional reimbursement once

actual costs have been determined.

*** Hurricane WILMA projected eligible project total includes projects that have not yet been sent to FEMA.

- Received Draft Cost allocation plan from the County's consultant KPMG, and have received comments and concerns from Clerk's Finance department. Responded to the Clerk's Finance department questions and clarified the concerns of updating the plan. The plan will be drafted for discussion purpose at the end of February by KPMG. A meeting will be scheduled in the near future for completion and acceptance of the final plan by the end of April by the Clerk's Finance department.
- As a result of various public safety vehicle needs in the county there have been some projects shifted from the 2003 Infrastructure Sales Tax Bonds proceeds fund to the One cent Sales Tax

Infrastructure fund, and vice versa. Bond Counsel has advised these transfers are allowable under both the terms of the Infrastructure Sales Tax Bond Resolution, and the Ordinance which extended collection of the Sales Tax through 2018. In addition, there are projects that have been added to the Capital plan which was amended at the January 18th meeting.

(See the summary chart below of the amendments approved.)

Function	(304) One Cent Sales Tax	Amount	(307) 2003 Bond Proceed	Amount
Physical Environment	(New) FKAA Inter-local	\$5.00 M		
Public Safety Projects	(New Emergency Helicopter (swapped) Big Pine Fire/EMS (swapped) Conch Key Fire/EMS (swapped) Tavernier Fire	\$3.74 M \$2.00 M \$1.00 M \$0.45 M		
General Government			(swapped) New Judicial Building	\$8.00M
Economic Development	(New) Affordable Housing Land	\$1.50M		

As additional projects are added to the plan, the Board needs to be aware of the limitations of Sales Tax Revenues, and their own policy of not appropriating more than a certain percentage of the

anticipated fund balance going forward. The January 25, 2006 discussion of the Capital plan revealed a discrepancy in the funds budgeted for the Marathon Library joint venture. While this oversight was corrected immediately, we anticipate several more changes to the capital plan in the near future and expect to amend it again in the near future to minimize confusion.

- As a result of the referendum election which took place on October 4, 2005 and approved by voters, the Key Largo Fire Rescue and Emergency Medical Services district, an independent special district was created. Our office prepared 5 years of audited financial information for the members of the new district which was presented at the November 29, 2005 transition team meeting. An invoice for **\$100,000.00** as per the inter-local has been generated and forwarded to our office and will be paid upon approval of the resolution creating the budget for the advance. A wire transfer for the advance was processed on **January 6, 2006**. There has been correspondence between the transition team in the form of questions regarding the indirect cost allocation backup, building maintenance costs, and fund balance fluctuations which have all been answered to date. Assets of District 6 will be transferred to the new independent district at the end of Fiscal 2006.
- As a result of the Conference call held on December 20, 2005 between Fire Rescue, OMB, the County Attorney's office and Public Financial Management, Hal Canary of PFM has referred our LOSAP plan to a member of his firm that specializes in these types of Plans. The LOSAP plan falls under the guidelines of a chapter 457 plan. It is intended to reward the volunteer for service to the community with tax deferred income benefits, with no affect on other Pension Benefits, Social Security or IRA contributions. The Monroe County Ordinance 026-1999 may need revision as the ordinance directs the plan assets to be invested in accordance with chapters 218.415 of the Florida Statutes. This statute specifically refers to the investment of a local government's surplus funds and specifically excludes pension funds. It is the opinion of the actuary, that LOSAP assets need to be more aggressively invested. Therefore an investment policy specifically for LOSAP will need to be written. Once ordinance 026-1999 is revised, a more aggressive policy can be adopted for the LOSAP assets in accordance with the recommendations of the Mouton & Company Actuarial firm.
- The Office of Management and Budget has applied for the GFOA excellence in budget presentation award. It is expected that Monroe County will once again be recognized for excellence in its budget presentation.
- Approximately 50 resolutions concerning transfers, and unanticipated revenues and expenditures have been prepared for the February 15, 2006 meeting.

- At the January 18, 2006 regular meeting, the Board approved a resolution to advertise a Budget amendment to the General Fund. As a result of Hurricanes Dennis, Katrina, Rita and Wilma which were all declared at 75% for Monroe County, the remaining 12.5% of Hurricane related expenditures not paid for by the State and Federal government could reach \$3.5 million. This grant match is routinely paid for out of the General Fund. **(See Budget & Finance agenda item) This will be advertised for public hearing not less than 2 or more than 5 days before February 15, 2006.**
- As a result of the board approving activation of the 6 new MSTU's set up during fiscal year 2005, for taxation during the fiscal year 2007 budget, OMB has contacted the County Attorney regarding the removal of the Marathon MSTU from the county's millage sheet, for inclusion of the MSTU on the City of Marathons T.R.I.M. and tax bills. The City of Marathon is not part of the inter-local agreement between the County and the Florida Keys Aqueduct Authority, and should collect its own assessment for wastewater projects.
- The presentation to the rating agencies Moody's, Standard & Poor's and Fitch have been tentatively scheduled for the week of February 20, 2006. This will be a PowerPoint presentation prepared by PFM and presented by key county personnel. The most current scenario continues to evolve. In the worst case, the County will need a direct-pay letter of credit. This scenario is in the event the rating agencies do not give the Bonds the minimum ratings of at least BBB and Baa1 which are the minimums to be considered investment grade. In this case, the Bonds would not be insured. The next best scenario would be a "Stand-by" letter of credit, which is a liquidity facility and not a credit support or enhancement. In this case, insurance would take care of the credit issues.

PFM and UBS have discussed the airport financing with the rating agencies and the response has been positive. There is a reasonably good chance of investment grade ratings and affordable insurance. In any event, the County will be prepared for all possibilities. The rating presentation will include a detailed description of the VRDO Variable Rate Debt Obligation financing alternatives, mechanics and risks. The overall presentation should cover the economics and demographics of the Lower keys, the fiscal stability and governance of the County, the administration and the management of the Airport. The feasibility study will of course be a part of the presentation.

COMMUNITY SERVICES

- Updated the Florida Keys Council for People with Disabilities website and power point presentation on Channel 76 and Attended Disability Council meeting in Key Largo.
- Coordinated the meetings of the Florida Keys Council for People with Disabilities, Certified Public Manager (CPM), and the Safety Accident Review Board (SARB).
- Attended Disability Council meeting in Key Largo.
- Attended LMC Alumni Session on Affordable/Workforce Housing.
- Attended Special Needs Meeting at Key Colony Beach with Emergency Management and representatives from various agencies and municipalities.
- Attended Friends of Library Meeting.
- Starting process of meeting with library staff and learning about their operations; have met with Key West and Key Largo in January.

- Lower Keys employees attended Mandatory Disability Awareness Seminar presented by Jim Malcolm of the City of Key West.
- All staff members worked on writing their core responsibilities, both big and small, to submit to the County Administrator.
- Several Staff members participated in Sterling Focus Groups and Sterling Core Team which is helping to move forward with an improvement plan that was introduced by the County Administrator. We are all looking ahead to the great changes that will materialize with the implementation of the Sterling Process.

Nutrition Program

- Local artists, including some new entertainers, provided ten concerts at the Nutrition Sites and Bayshore Manor. The program is funded through a State Cultural Arts Grant with the assistance of the Florida Keys Council of the Arts.
- Osteoporosis education and free screenings were conducted at the Key West, Big Pine Key, Marathon, and Plantation Key Nutrition Sites/Senior Centers. The programs were advertised to the public and the turnout was excellent. The screenings were provided at no cost through the Wellness Program of the Alliance for Aging.
- The Nutrition Program developed and completed advertising for a bid for food services/meal catering. This procedure must be completed every three years.

In-Home Services

- Submitted December's OAA Report to the Alliance for Aging.
- Had monitoring from Children & Families for are Community Care for Disabled Adults (CCDA) grant.
- Children & Families made home visits to our CCDA clients, as part of the monitoring.
- Submitted ADA/MW, ADI, CCE, CCDA and CCDA/MW reports to the Alliance for Aging, and Children & Families.
- Submitted HCE Report to the Alliance for Aging.
- Attended a two hour training for People with Disabilities.

Social Services

Transportation

- Special Needs clients are receiving their annual mail-out packet with 2006 forms. Clients are required to renew annually and as often as their health status or other personal information changes.

Welfare Program

- January was mainly comprised of routine Welfare and LIHEAP client case work and interviews. Cases were reviewed for resolution and closure.
- Medivan Rural Health Network sponsored the Bowling for Dollars Fundraiser.
- The monthly meeting of the Interagency Council was attended. The host agency and speaker was from Aids Help, Inc.
- Attended the Upper Keys Salvation Army Board Meeting.
- Attended the monthly meeting of the Florida Keys C.P.M. Society. Speakers at the meeting were consultants from the Sterling Process Focus Group, who responded to questions and answers concerning the Sterling Process and the County's program for development.

Bayshore Manor

- January was mainly comprised Welfare and LIHEAP client case work and interviews. Time has been spent with the Sr. Administrator encouraging case reviews and closures of client files. Goals were set to pursue further closures in February.
- Medivan Rural Health Network sponsored the Bowling for Dollars Fundraiser.
- Staff attended the monthly meeting of the Interagency Council. The host agency and speaker was from Aids Help, Inc.
- Staff attended the Upper Keys Salvation Army Board Meeting. Captain Reckline thanked the Welfare Program for participation in the Holiday Project.

Libraries

Website Update:

- Problems continued with staff access to VTH—making changes to Branch websites took persistent efforts and a great deal of time. Staff continued their efforts, but were primarily frustrated in their attempts.
- 8,309 public access PC sessions were provided to the public in December. This is a slight increase from December 2004. Subscription database usage was 3,090% higher than the same period in 2004. This increase continues the upward trend seen in recent months and is due to the new online resources we are providing our customers and publicity efforts from our website. County-wide circulation numbers were 3% higher than in December of 2004. There was a significant increase (22.5%) in circulation of audio-visual materials, such as Books on CD and DVDs. The Libraries welcomed 40,278 customers in December 2005. This is a 13% increase over the previous month, but a slight decrease from December 2004. 296 new library cards were issued in December 2005. This is a 14% increase over the previous year

We interpret these various statistics to mean that while use of the Library's traditional services are steady, use of online resources and newer formats are increasing immensely. We will continue to evaluate and implement new resources in formats that our customers find convenient and valuable. Examples of future technologies include: downloadable audio books and assistance via instant messaging.

- The Library's Horizon Information Portal server was out of service during much of November, December and January. HIP had record high usage during October 2005 with 11,506 searches conducted by users at home and in-house. In December 2005, only 3,887 searches were performed. We are trying to reconnect with some of these users and let them know that this popular service has been restored.

Activities and Events:

- A technology asset audit was conducted at 3 library locations: Key West, Marathon, and Key Largo. This audit was sponsored by the Bill and Melinda Gates Foundation and the State Library of Florida. It is the first step towards application of a Gates Foundation Public Access Computer Hardware Upgrade Grant.
- Continuing a Christmas tradition of some standing, the Library branches again worked with Social Services in implementing a "Food for Fines" program which ran from Thanksgiving until past Christmas. The response was, as in the past, extremely generous—it was estimated that the value of the donated food was at least three times that of the actual fines. Many patrons who did not even owe fines participated in the donation event.
- The library continued the submission of documents to the State Library as part of the State Aid to Libraries Grant application process. The anticipated grant funding for FY 2006 is approximately \$ 30,000.00 less than that received this past year, as the State Legislature has declined to increase the funding total while expanding the number of recipients.
- All five Library branches are again making tax forms available to patrons. Although e-filing is rapidly gaining popularity, the distribution of paper forms is still a highly popular service. Tax help from AARP will be available at the Key Largo and Islamorada branches weekly throughout the tax season.
- The library has begun the lengthy application process for the Federally-funded e-rate program, subsidizing telecommunication costs; last year the Library received over \$ 40,000.00 in credits toward their phone bills.

Extension Services

Hurricane Response Team Training:

- The Florida Sea Grant Extension agent coordinated a hurricane assessment response in service training in Pensacola on 23-25 January. Participants included 28 extension faculty from Texas, Louisiana, Mississippi, Alabama, and Florida offices.

- Discussion included pre-hurricane education, immediate response, long term recovery and rebuilding strategies with an emphasis on regional cooperative, mutual aid efforts. Major objectives of the meeting were 1) to identify “lessons learned”. 2) To provide an understanding of the formal incident command system. 3) to identify educational needs and gaps prior to the 2006 hurricane season, 4) To become a self-contained team that would work in post-hurricane response, assessment and recovery efforts.

Inaugural Florida Keys Seafood Festival:

- The Extension office assisted the Florida Keys Commercial Fishermen’s Association with their inaugural Florida Keys Seafood Festival in Bayview Park, Key West. Five thousand tourists and locals attended. The money made in the event will go to the fishing organization for three local scholarships and for lobbying purposes to seek hurricane disaster aid for the local fishing industry.

Noaa Hurriance Recovery Assessment Workshop:

- The Extension office organized and facilitated a workshop for the local fishing industry to meet with top NOAA and SBA officials to discuss existing problems with hurricane recovery and to identify potentials avenues for additional assistance for fishermen after a hurricane event. Such assistance could include financial aid as well as emergency relaxation of fishing regulations.

Green Thumb Nursery Certification:

- The Horticulture Agent held three regional Green Thumb Nursery certification meetings in Key West, Marathon, and Islamorada. The GreenThumb Certified” Nurseries educate their clientele about the “Keys Friendly” landscaping principles that will help you create a Keys landscape that will bloom and grow.

Master Gardener Meetings:

- The Horticulture agent held three regional Master Gardener meetings with a total of 18 attendees.

4-H Workshop:

- The 4-H agent attended a 3 day workshop in California as a guest of the Monroe Youth Challenge Program (MYCP). The workshop provided tools and guidelines for each participant to return to their communities and make positive changes.

GROWTH MANAGEMENT

Planning:

- Completed Goal 105 Ordinances and scheduled for BOCC approval .

Marine Projects:

- Have spent much of the months of September, October, November, and December working on marine related debris removal efforts.

- Have removed approximately 25 hurricane related abandoned vessels from the Marathon area (in advance of placing FEMA trailers on the haul-out site) and have pulled a similar number from the Boca Chica area.
- Pump-out boat fully operational effective January 1, 2006.
- Pump-out Captain making the rounds to local marinas and other marine facilities informing them of the County's pump-out service.
- In its initial month of operation, going into early February, the Pump-out boat is average five pump-outs per day.

GIS:

- Contract complete with FDOT for aerial over flights of Keys.
- Wolpert ground control survey work complete.
- Majority if not all of photography should be completed by the end of February 2006.
- New GPS now working in the field. Began work on detailed assessment of Special Protected Area (SPA) lands within Tier Three properties.
- GIS Planner position filled - John Brian Davison of Orlando, Florida will begin work with us on the 27th of February.

Code Enforcement:

- New cases – 393
- Responded to 248 complaints
- Notice of violations – 234
- Closed 193 cases
- Attended Core Team meetings for Sterling Process.
- Continued review and discussion of problems of unpaid citations with Contractors Board/County Attorney.

Building Department:

- Hired and trained four employees for the Plantation Key Building Department Office. One position is still vacant.

EMERGENCY SERVICES

- Division's Administrative Assistants have completed Phase I of Alchemy training and are familiarizing themselves with all aspects of the new paperless system.

- Darice Hayes attended focus group sessions for the Sterling Process, and completed three division appropriate training categories associated therewith.
- Fire Rescue Battalion Chief of Training utilized Emergency Management grant funds that specifically allow for Hazardous Materials and Weapons and Mass Destruction training to offset overtime costs associated with foam training and Level B Suits training mandated by State EMS.
- Secured BOCC approval for a Memorandum of Understanding (MOU) for Expenditure of Local Government Unit Funding for Florida Type II Technical Rescue Resource (Light Technical Rescue Team) from 2005 Domestic Preparedness Grant State Homeland Security Grant Program between the Florida Department of Financial Services, Division of State Fire Marshal (SFM), and Monroe County BOCC for its Fire Rescue Department. Funds (not less than \$10,830.00) are to be used for planning, equipment, training, exercise and management, administrative purchases, and activities in Domestic Preparedness.
- New EMS Pro server was installed and is working. The new server will enable more end users simultaneously with more speed and efficiency than before. In addition, data input and retrieval will be more expeditious.
- New Fire Rescue C-Shift Battalion Chief James Callahan began employment.

PUBLIC WORKS

- Continued with various Hurricane Wilma repair projects.
- Completed hurricane repairs at the Long Key Transfer Station.
- Continued hurricane debris pickup/disposal from County roads/rights-of-way from Stock Island to Big Pine Key utilizing Pollution Control and Lower Keys Road Department crews (754.19 tons at a cost to the County of \$46,759.78).
- Completed first month of Tipping Fee Waiver program for resident of unincorporated Monroe County wherein 1,881 citizens brought in 952.97 tons at a cost to the County of \$59,084.14. (Program to be continued from 2/3/06 to 3/3/06).
- Received two double-wide trailers and are completing installation to relocate approx. 20 Sheriff's Office employees while hurricane damage repairs are made at the Sheriff's Admin. Building.
- Assisted Extension Service with Seafood Festival at Bayview Park.

ENGINEERING

- **North Key Largo Fire Station** – The contract has been executed and a Notice to Proceed was issued effective Nov. 7th '05. Demolition of the existing building is complete, site work has been started and the contractor has started the foundation.
- **Freeman Justice Center** – Is on-going with new Architect (Currie, Sowards and Aguila Architects). The legal issue continues. The State licensing board will most likely not make its ruling until sometime in the first quarter of 06. The Facilities Development Department continues to document all finding related to the County's future claim. In terms of impact to the County, we are told that Change Orders could reach as much as 5 million dollars.
- **Medical Examiner's Office** – Permits have been issued, contractor to provide a proposal for environmental mitigation. The contract has been sent to legal to be executed. We expect to have it executed by Jan. 31 and issue the NTP for the first week in Feb. '06.
- **Key West Airport Terminal** – Soft groundbreaking occurred January 18th, 2006. Plans continue to be worked on as preliminary field work begins.
- **Big Pine Fire Station** – The Architect has completed the Drawings and technical specifications. They have been reviewed and corrections made. The project has gone out to bid with a bid opening set for Feb. 28, '06.
 - Documents available on DemandStar Jan. 27 2006
 - Mandatory Pre-bid Conference Feb. 14 2006
 - **Bid Due Date** **Feb. 28 2006**
 - BOCC Award (anticipated) Mar. 15 2006
 - NTP (anticipated) Apr. 4 2006
- Access to the Senior Center (during construction) located behind the Fire Station appears to have been resolvable.
- Facilities Development would recommend that this project and the other fire stations be bid as a package. This action would serve to obtain a better bidding position and reduce the administrative efforts of department staff.
- This project will have as "**Alternate No. 1**" the Tavernier Fire Station Renovation and Addition.
- **Big Pine Key Park Demolition** –The project will go out to bid as "**Alternate No. 1**" on the Big Coppitt Park Project. The dates on the Big Coppitt Park Project are as follows:
 - Documents available on DemandStar Feb. 11 2006
 - Mandatory Pre-bid Conference Mar. 1 2006
 - **Bid Due Date** **Mar. 14 2006**

- BOCC Award (anticipated) Apr. 19 2006
 - NTP (anticipated) Apr. 29 2006
- **Big Pine Park** – Nothing new. Still waiting for ACOE permit.
- **Upper Keys Gov. Center** – The Schematics are complete and the GC-CMAR has been selected. The DDs are being produced. PSI has generated a Geo Tech Report and a Perc Test. Site will be turned over to contractor by Feb 13, 2006.
- **Tavernier Fire Station** – The Contractor (Tropex Inc.) has terminated the contract. Legal is pursuing a remedy which could involve going after the Contractors performance bond. The second place bidder (Pino Kaoba and Asso.) has been contacted to see if they are interested in taking on the project. At this time they have not responded to the request of an interest in the job.
- This project is going out to bid as “**Alternate No. 1**” on the Big Pine Key Fire Station Project with dates as follows:
 - Documents available on DemandStar Jan. 27 2006
 - Mandatory Pre-bid Conference Feb. 14 2006
 - **Bid Due Date** **Feb. 28 2006**
 - BOCC Award (anticipated) Mar. 15 2006
 - NTP (anticipated) Apr. 4 2006
- **Public Works Facility Rockland Key** – The “Project Program” has been revised to incorporate changes that were put into the project. The RFQ for an Architect for this project has been sent to legal for review. It has been in their office for the past two weeks.
- Once the final program data is secured, FD will complete the program package. This package will become a significant part of the RFQ/RFP process used in selecting the consultants and contractor. The program will also need to be presented to the commission for their approval since the estimated cost for the project (4.6 million) is significantly greater than the budget figure (3.2 million).
- **Big Coppitt Park** – The project will go out to bid with the dates as follows:
 - Documents available on DemandStar Feb. 11 2006
 - Mandatory Pre-bid Conference Mar. 1 2006
 - **Bid Due Date** **Mar. 14 2006**
 - BOCC Award (anticipated) Apr. 19 2006
 - NTP (anticipated) Apr. 29 2006
- This project will have as “**Alternate No. 1**” the Big Pine Key Park Demolition Project.

- **North Key Largo Skate Park** – Construction underway and expected to be completed by mid February.
- **Marathon Library/Marathon City Hall** – Continuing to work with the City of Marathon to develop building layout, method of construction delivery, and ILA.

Wastewater:

- Drafted the Monroe County Wastewater System Summary spreadsheet based on review of the Master Plan and information provided by local authorities, districts, and utilities for the following sewer areas:
 - Stock Island
 - Baypoint
 - Big Coppitt
 - Cudjoe-Sugarloaf
 - Big Pine Key
 - Little Venice
 - Marathon
 - Duck Key
 - Conch Key
 - Village of Islamorada
 - Key Largo
- Obtained CDBG grant award/contract status summary from the Key West Housing Authority and summarized into summary for Stock Island, Baypoint, Conch Key, and Key Largo sewer areas.
- Reviewed portions of Wastewater Collection System Evaluation for South Stock Island prepared by URS and the Village of Islamorada Wastewater Improvements Assessment Program Report.
- Developed preliminary summary of wastewater treatment alternatives for KLWTD based on 1/26/06 treatment technology review meeting.
- Assisted in the preparation of 1/18/05 BOCC Agenda Item regarding KW Resort Utility service agreements. Initiated discussion regarding remaining EDUs for which collection system installation is required prior to customer connection with Keys Environmental and KWRU.
- Coordinated preparation of GIS maps for Boyle Engineering. Drafted discussion item regarding the location of treatment for Big Coppitt sewer area effluent. Attended FKAA/Monroe County progress meetings regarding design of collection system, project funding and timeline. Attended community wastewater meeting.

- Obtained approval to evaluate Blimp Key site as location for treatment plant location.
- Requested anticipated date(s) of connection and construction for Phase 1 and 2 of North Plantation Key project, as well as conceptual plan for other islands.
- Prepared of graphic depicting collection systems expected to come on-line in approximately May of '06.

Budget & Funding:

- Reviewed Ordinances related to establishment of MSTU special districts, identified O&M Fund accounts, and drafted Special District MSTU Collection Year Summary.
- Review, revision, and recommendation of Marathon - MSTU Invoice #3 for payment.
- Review, revision, and recommendation of Key Largo - MSTU Invoice #15 for payment.
- Drafted information sheet for approximately \$500,000 from the SWIM Appropriation.
- Review of the Project Manuals for Duck Key Recreational Pathway and Fixed Fee – Asphalt
- **Debris** – Continuing to accept debris at the transfer stations. Removing remaining debris from Quay property and Summerland Key site.

TECHNICAL SERVICES

- Open positions: Systems Analyst position/Marathon, two Systems Analyst positions/Key West, and Network Administrator position.
- Interviewed 17 applicant's for all positions open. After offering positions to 7 different applicants, all of them turned them down due to salary levels.
- Installing the new 100 computers under the technology fund; 48 have been installed as of 1/31/05.
- Closed over 160 work orders this month.
- MCTV has held 7 live broadcast meeting this month.
- Worked with ADS on sterling process and held trainings on Alchemy.

- Switched over Growth Management files to the new SAN device in Marathon.
- Installed new wireless access point in the Marathon Annex for EOC use.
- Installed the EMS pro in the fire house software on Emergency Services server.

PROJECT MANAGER TO CO. ADMINISTRATOR

- Initiated process for revising current Purchasing Policies and Procedures; estimated review for approval by BOCC in 05/06.
- Initiated contract amendment with Langton Associates, Inc, to change 12-month term from 12/01/05-11/30/06 to 02/01/06-01/31/07 to coincide with the reality of contract commencement. Began the process with Langton for preparing a countywide grant development plan. The first meeting with key staff is scheduled for 02/06/06 in Keys West.
- Currently reviewing the free prescription drug program available to NACo members that may have financial benefits to the County and its citizenry. Recommendation will be offered to the County Administrator next week.

Attended the 1/18 BOCC meeting and the following topic-specific meetings:

- 1/17, Commission Nelson re: affordable housing
- 1/19, Commissioner Rice re: RHNMC funding
- 1/23, Commissioner Rice re: HMGP with KLOR
- 1/30, Commissioner Spehar re: immediate need for FEMA assistance for individuals without insurance or other means who need housing restoration/replacement after Wilma.